

# Springwell Village Social Club (SVSC) – Covid-19 Risk Assessment



The following risk assessment, detailing actions undertaken by the club, is in reference to the UK Government guidance 'Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services. COVID-19 secure guidance for employers, employees and the self-employed, 23 June 2020'

The general principles that the Club is to follow to support the safe opening of the Club are;

- Strictly members only, no guests, no exceptions.
- Club Card to be used for all purchases at the bar - this is to record who is in the club to support 'NHS Track & Trace' in case of an outbreak.
- Please consider using contactless cards instead of cash.
- Restricted seating available to ensure the '1m plus' social distancing rule. This will mean that once the reduced capacity is met it will be a case of 1 out, 1 in.
- No standing at the bar, no pool.
- Hand sanitiser will be available and encouraged to be used for all members at the entrance and in the toilets.
- Respect and understanding for the staff working under these new restrictions at all times - without them we have no club. Members to following guidance / instructions given by staff.

**The wellbeing of our staff and members is of paramount importance and so we will all need to adapt to these new temporary restrictions. We hope that whilst not ideal you will all agree that we have taken steps to get the club open at the earliest opportunity, and your support is valued.**

Considerations and actions taken in response to the guidance are written in **bold** below

1. Managing risk

Workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable, is acceptable. You should consider and set out the mitigations you will introduce in your risk assessments).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

**SVSC is committed to opening for the benefit of members in a manner which reduces the risk of transmission of Covid-19, and provides a safe working environment for our staff. It is not possible for the club to open under the 2m social distancing rule as this would reduce capacity to below a financially viable level. We are therefore taking all reasonable steps to work within the 1m plus rules for both members and staff.**

2. Keeping customers and visitors safe

You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

**The Club Card issued to all members will be the mechanism by which a record of who has been in the club is held. Therefore all purchases will require members to present their card for recording.**

Calculating the maximum number of customers that can reasonably follow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) at the venue. Taking into account total indoor and outdoor space, specific venue characteristics such as furniture as well as likely pinch points and busy areas.

**The maximum number of members who can be seated under the 1m plus rule is as follows;**

- **Bar – 21**
- **Lounge – 35**

**The seating area outdoors can accommodate a large number of members willing to stand, or sit using the provided seating, however members are expected to self-regulate to ensure the 1m plus rule is adhered to. The concert room will only be open on a Sunday night where social distancing rules are not anticipated to have an impact on the usual attendees.**

Reconfiguring indoor and outdoor seating and tables to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles. For example, increasing the distance between tables.

**Seating capacity within the bar and lounge will be reduced. Bench seating will be marked out and members are not to sit where indicated. Chairs will also be reduced in number and positioned to fall in line with the guidance. Members are requested not to move chairs.**

Reducing the need for customers to queue, but where this is unavoidable, discouraging customers from queueing indoors and using outside spaces for queueing where available and safe. For example, using some car parks and existing outdoor services areas.

**Members are discouraged from queuing at the bar and should exercise judgement on when it is appropriate to approach the bar to be served. Members are required to maintain the 1m plus rule whilst queuing at all times.**

Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email. Encouraging customers to use hand sanitiser or handwashing facilities as they enter the venue.

**Signage will be prominently displayed at the entrance where all members will be asked to use the hand sanitiser provided. This risk assessment will be made available on the website, and communications regarding the new operating procedures will also be made available on the Club's Facebook page.**

Managing the entry of customers, and the number of customers at a venue, so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriately spaced seating or standing room. Making customers aware of, and encouraging compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to members of any two households (or support bubbles), while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households.

**It is not possible for the Club to provide door management at all times, and it is therefore incumbent upon members to exercise judgement as to whether there is sufficient room in either the bar, lounge or beer garden. A simple guide for this is 'no seat, no service'. The Club will not be monitoring the household or bubble rule as this remains the responsibility of members.**

Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.

**Members will be reminded of their responsibilities for any children that they choose to bring to the Club.**

Looking at how people move through the venue and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.

**The options for a 1-way system in the Club is limited, however the creation of an ordering and collection point at the bar facilitate the movement of members in a one-way flow.**

### 3. Managing service of food and drink at a venue

Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from customers when taking orders from customers. Encouraging contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). Using social distance markings to remind customers to maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles.

**Members will order and pay at the bar and lounge from an order point which provides a greater distance than 1m from staff. Drinks and snacks will then be collected further down the bar, again avoiding the need for staff to come within 1m of customers at all times. The ordering and collection points will be marked out. Members are encouraged to use contactless payments, including the use of their Club Card which can be pre-loaded with credit.**

Minimising contact between front of house workers and customers at points of service where appropriate. For example, using screens or tables at tills and counters to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).

**Staff will not be expected to be 'member-side' at any point in their shift. To facilitate this all members are to return their own glasses and place these in the glass-washing tray next to the collection point. This enables staff to use the glass washer without the need to handle used / empty glasses at any point.**

Where bar or counter service is unavoidable, preventing customers from remaining at the bar or counter after ordering.

**No standing at the bar, other than for order / queuing, will be permissible.**

Encouraging use of outdoor areas for service where possible. For example, increasing outdoor seating or outdoor points of service such as stalls.

**The Club beer garden will be available for members at all times.**

4. Toilets

Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available. To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.

**Signage regarding good hand washing technique will be displayed within the toilets, and hand sanitiser points will be available at the entrance / exit of the toilets.**

Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.

**Toilets will be cleaned thoroughly prior to opening each day.**

5. Providing and explaining available guidance

Providing clear guidance on expected customer behaviours, social distancing and hygiene to people on or before arrival, for example on online booking forms and on-site signage and visual aids. Explaining to customers that failure to observe safety measures will result in service not being provided. Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue. You should display posters or information setting out how customers should behave at your venue to keep everyone safe. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. Where necessary, informing customers that police and the local authorities have the powers to enforce

requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action. Encouraging workers to remind customers to follow social distancing advice and clean their hands regularly.

**The Club will have increased signage regarding the importance of maintaining hand hygiene and on the responsibility of members to behave in accordance with the guidance on 1m plus social distancing. Details on the new operating procedures are to be placed on the website and the Facebook page. Members not adhering to the guidance are liable for disciplinary action in accordance with the Club Rules.**

## 6. Social distancing for workers

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate workers from each other and workers from customers at points of service.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

**Where possible staff will work alone, however this is not feasible at all times that the Club is open. Therefore staff will be formed into teams to reduce the number of colleagues that will work together behind the bar. Staff will be encouraged to work collaboratively whilst maintaining the 1m plus rule behind the bar at all times, i.e. not crossing behind the bar where possible.**

## 7. Entertainment

At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of aerosol transmission - from either the performer(s) or their audience

**There will be no live events held at the club until such time as the guidance from the government changes.**

All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the

potential for increased risk of transmission, particularly from aerosol transmission. Preventing entertainment, such as broadcasts, that is likely to encourage audience behaviours increasing transmission risk. For example, loud background music, communal dancing, group singing or chanting.

**The volume of the jukebox will be set by the Club and will not be raised.**

8. Cleaning the workplace

Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors. Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.

**Doors and windows that can be opened and propped open shall be.**

Frequent cleaning of objects and surfaces that are touched regularly including counters, tills, and making sure there are adequate disposal arrangements for cleaning products. Cleaning surfaces and objects between each customer use. For example, cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use.

**Bar counter tops, jukebox and fruit machines will be cleaned regularly. Cleaning materials will be made available for members to contribute to the cleanliness of the bar and lounge at the hand sanitiser points.**

9. Personal Protective Equipment (PPE) and face coverings

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. However, customers and workers who want to wear a face covering should be allowed to do so.

**Staff will not be mandated to wear any additional PPE, however will be provided with access to masks and gloves should they wish to use these. It is important to note that maintenance of good hand hygiene and not touching the face are more effective than PPE in these circumstances.**

Date of risk assessment: 26<sup>th</sup> June 2020

Date of next review: 31<sup>st</sup> July 2020, or earlier if government guidance is updated.